

TOWN OF ATHOL, MASSACHUSETTS



REQUEST FOR PROPOSALS ARPA-03: Public Safety Radio Improvements Project Management and Technical Assistance

INVITATION

The Town of Athol seeks proposals from consultants qualified to undertake project management and technical assistance for the Public Safety Radio Improvements Project funded through the American Rescue Plan Act (ARPA). The RFP is available by email request to Shaun A. Suhoski, Town Manager, at ssuhoski@townofathol.org. Questions regarding this RFP may be sent to the Town Manager via email to ssuhoski@townofathol.org no later than Wednesday, December 21, 2022 at 2:00 p.m.

The contract period shall be approximately January 1, 2023 through March 15, 2024. The maximum fee allowed is \$135,000

Sealed responses clearly labeled "ARPA-03: Public Safety Radio Improvements – Project Management Proposal" are due no later than 2:00 p.m. on Wednesday, December 28, 2022, in a PDF (.pdf) format electronic copy emailed to the attention of Shaun A. Suhoski, Town Manager at ssuhoski@townofathol.org.

Respondents shall contemporaneously provide a separate email with the subject line "ARPA-03: Public Safety Radio Improvements – Project Management PRICE PROPOSAL" to the above email address adhering to the maximum allocation stipulated in the RFP.

It is the responsibility of the respondent to confirm actual receipt of the proposal. Postmarks, faxes or other means of delivery of proposals other than specified above shall not be considered. The Town reserves the right to reject any proposal deemed not to be in its best interest and waive minor informalities.

1.0 GENERAL

- 1.1 The Town of Athol is soliciting proposals from qualified consultants (hereinafter referred to as "Consultant") to provide radio communications consulting services.
- 1.2 The Town of Athol anticipates the selection of a Consultant on or about January 1, 2023 and the commencement of the services will begin immediately with an issuance of a Notice-to-Proceed.
- 1.3 The goal of this procurement process is to identify and to retain a Consultant that will deliver services necessary to ensure that the highest quality possible is provided with the available funding and required schedule.

- 1.4 The Consultant will have demonstrated experience in analyzing public safety communications systems.
- 1.5 The Scope of Services described in Section 3.0 below is general in nature. The Consultant shall provide a detailed Scope of Services in its proposal which outlines various services it will provide for this project.
- 1.6 The Consultant shall obtain and maintain, at the Consultant's expense, Professional Liability Insurance in a minimum amount of \$1,000,000. The selected Consultant shall, within five (5) days of the award, provide proof of this insurance.
- 1.7 The Town of Athol intends to award a study services agreement to the most qualified Consultant. The Town shall evaluate the Consultant's Scope of Services proposed and its experience in similar areas. Qualifications and experience of the Consultant as a whole, as well as the individuals to work on the project, will be evaluated.
- 1.8 The Town of Athol reserves the right to modify this RFP in any way prior to the deadline for submission of the proposals by issuing an addendum or addenda to all persons on record as having received a copy of the RFP. The Town of Athol may extend the deadline for submission if, in the Town's sole judgement, it is necessary or desirable for any reason. The Town of Athol also reserves the right to reject or cancel this RFP or reject all proposals if the Town determines it to be in its best interest.

2.0 BACKGROUND

The Town of Athol is currently operating two (2) UHF Radio Networks – Single Site for its police and fire / EMS agencies:

Police Department: WNQM911
453.225 / 458.225

Fire Department: KCD598
453.175 / 458.175

3.0 SCOPE OF SERVICES

The Town seeks a project manager to provide radio communications consulting services for the development of its future Public Safety two-way radio communication system.

The goal is for project manager to gather an understanding of the future radio communications requirements for the Town of Athol. Once this determination is made the project manager will develop, validate the requirements necessary for the Town of Athol to transition to a radio system which will serve all users of the Town for at least the next fifteen years and manage the implementation of this new communications system in accordance with requirements associated with the American Rescue Plan funds.

Phase 1

1. Assess the needs of all stakeholders to determine how they use the current system(s) and what they need in a new system.
2. Perform site visits to assess the condition and potential reuse of existing equipment.
3. Develop alternatives for the Town to consider through leading an alternatives workshop.
4. Develop a preliminary design concept based upon the defined and documented needs and the operational requirements of the agencies.
5. Perform propagation analysis to support the preliminary design concept.
6. Determine and document appropriate procurement method (eg. competitive, sole source, use of existing state or group procurement contract) to comply with federal and state requirements.
7. Develop a cost estimate model for the communication system.
8. Prepare an implementation plan which will be used both to guide the selected equipment vendor in its implementation and to provide the Town with a transition plan.
9. Provide a draft and final assessment report.
10. Present the Final Assessment Report to Town elected officials.

Phase 2

1. Develop technical specifications based upon the defined and documented needs.
2. Develop a request for proposals or alternative procurement process and documents to comply with funding source requirements (ARPA).
3. Assist in review of credentials, bids, responses, etc. and recommendation on selection of the vendor.
4. Assist in negotiation of a contract with the vendor.

Phase 3

1. Assist with frequency licensing.
2. Assist with site acquisition and/or site lease negotiations.
3. Manage the implementation of the communication system from contract signing through completion. It is anticipated that buildout will be a multi-year process.

4.0 SUBMISSION REQUIREMENTS

Respondents must submit a complete response to this RFP. Proposals should be prepared simply and economically, providing a straightforward, concise description of Consultant's proposal and capabilities to satisfy the requirements of the RFP.

The Consultant shall provide its response in PDF (.pdf) electronic file format as specified above and may be required to meet with the Town discuss their proposal.

Proposals should follow the outline below and must include:

- 4.1 Submittal Letter. The Consultant shall submit a cover letter signed by an authorized principal or agent of the Consultant, which provides an overview of the Consultant's proposal, as well as the name, and contact information of the person to direct questions concerning this request for proposal.
- 4.2 History of the Consultant. The Consultant must include a brief history of the company including services offered and general experience to perform the services requested in this RFP.

- 4.3 Scope of Services. The Consultant shall provide Scope of Services as outlined in Section 3.0 above which describes its proposed approach/strategy to complete the services for this project.
- 4.4 Project Schedule. The Consultant shall submit a proposed Project Schedule for providing the Scope of Services required in the RFP, and a statement of capacity for the project team to perform the work based on current and planned workload.
- 4.5 Project Team. The proposal must identify key individuals of the Consultant's proposed project team that will be assigned to this project. Provide resumes of individuals identified as being a part of Consultant's project team that are relevant to the project.
- 4.6 Qualifications. Consultant must possess demonstrated expertise (subject matter knowledge and relevant experience) with current public safety radio communications systems and technology, the most current industry trends and initiatives as set forth by organizations such as the Association of Public Safety Communications Officials (APCO), the National Public Safety Telecommunication Council (NPSTC), and leading radio system manufacturers. Consultants must be intimately familiar with governing rules and regulations as issued by the Federal Communications Commission (FCC) and other relevant agencies (FAA, NTIA, etc.), and possess demonstrated subject matter expertise. Consultant shall include evidence of its qualifications, expertise and experience in the provision of similar services/deliverables.
- a) Experience and expertise in public safety communications.
 - b) Relevant Massachusetts municipal experience.
 - c) Previous successful performance of recent projects similar in nature.
 - d) Project Management experience in recent projects similar in nature.
 - e) Teamwork and Approach – Ability to work with staff, municipal officials, state officials, and other Committees, and ability to provide relevant information and facilitate decisions and actions with the goal of advancing the progress of the project on a timely basis. Any special qualities about a Consultant's approach to radio communications system planning that is superior to that of competitors.
- 4.7 References. The Consultant shall submit a list of at least three (3) similar clients for which the Consultant has completed comparable projects within the last five (5) years.
- 4.8 Forms. Certificates of Non-Collusion and State Tax Law Compliance must be submitted. IRS form W-9 will need to be completed by awarded Consultant.
- 4.9 Price-Proposal for services. Price proposals must conform to the maximum allocated fee of \$135,000.

5.0 SELECTION CRITERIA

Each proposal will be reviewed to determine if it is complete prior to actual evaluation. The Town of Athol reserves the right, but shall have no obligation, to eliminate from further consideration any proposal deemed to be substantially or materially nonresponsive to the RFP. The Town of Athol reserves the right to request clarification of any aspect of any submitted proposal or to request additional information that might be required to evaluate a proposal.

Submissions shall be evaluated by the Committee according to the following criteria:

- 5.1. Planning Excellence. Consultants shall have the ability to demonstrate a high degree of qualifications and experience in performance of services on projects of a similar nature, and to demonstrate radio communications system planning service excellence in similar Projects.
- 5.2. Project Team Experience. Experience and past, successful performance by project team in similar Projects. MUST HAVE A MINIMUM OF FIVE (5) RADIO COMMUNICATIONS PROJECTS IN THE PAST 5 YEARS IN MASSACHUSETTS. Proposers are asked to address this experience in their proposal.
- 5.3. Planning Responsiveness. Past examples of the consultant's ability to translate a department's COMMUNICATION needs into an improvement program that enhances the departments and addresses the departments' concept of the project goals.
- 5.4. Teamwork and Approach. Ability to work with the Town of Athol staff, municipal officials, state officials, and other Town Committees, and ability to provide relevant information and facilitate decisions and actions with the goal of advancing the progress of the project on a timely basis. Any special qualities about a Consultant's approach to radio communications system planning that is superior to that of competitors.
- 5.5. Capacity to Perform. The qualifications, professional certifications, and educational backgrounds of those assigned to the project, including past relevant experience in all phases of strategic plan work. Capacity to complete the job on schedule, including Consultant size, appropriate and available staffing, stability of Consultant, and other major project commitments.
- 5.6. References. Evaluation of references for similar projects.
- 5.7. Proposed Fee. Total amount of proposed fee for all services requested.
- 5.8. Additional Criteria. Any other criteria that the Town of Athol considers relevant to the Project.

6.0 ADDITIONAL INFORMATION

- 6.1. The Town of Athol reserves the right to reject any and all proposals; to waive any defects, informalities, and minor irregularities; to award contracts; or cancel this RFP, if it is in the Town's best interest to do so.
- 6.2. All proposals must be unconditional and by submission of a proposal, each respondent acknowledges and agrees that all documentation and/or materials submitted with its proposal shall become and remain the property of the Town of Athol. The Town of Athol shall have the right to use all or any portions of any proposal, as it considers necessary or desirable, in connection with the Project.
- 6.3. The selected Consultant shall be expected to comply with all applicable State and Federal laws in the performance of services.

- 6.4 All plans and other documents resulting from this RFP and the Agreement for Radio Communications Study Services shall become the property of the Town of Athol and by the submission of a proposal, the respondent thereby grants to the Town an unrestricted royalty-free license to use the proposal and all materials submitted therewith in connection with the Project.
- 6.5 The selection of the successful proposer shall be made without regard to race, color, sex, age, religion, political affiliation, or national origin. Women and minority owned businesses are encouraged to apply.
- 6.6 Proposers shall examine all information and materials contained in and with this RFP - failure to do so is at the proposer's risk.
- 6.7 All expenses and costs, including but not limited to legal costs, associated with developing or submitting a proposal in response to this RFP, or associated with oral or written clarification thereof, including all presentation materials and related costs and travel expenses, shall be borne solely by the responding Consultant, and under no circumstances shall the Town of Athol be responsible for any such cost or expense incurred by any responding Consultant. The Town of Athol assumes no responsibility for these costs and expenses.
- 6.9 As noted above, the Consultant is required to submit a price proposal that contains all costs associated with the Scope of Services on a "not to exceed" basis, including a detailed breakdown of costs for various tasks. The Consultant, as an exception to its price proposal, may describe aspects of its services for which it believes such pricing is not appropriate at this time, so long as it includes a detailed explanation and cost estimates for such aspects. However, Consultants are encouraged to minimize or avoid such exceptions. Note that payment for the Consultant's services shall be limited to the amount authorized by the Town of Athol. **The price proposal must be submitted in a separate email with the subject "Public Safety Radio Improvements – Project Management PRICE PROPOSAL".**
- 6.12 No proposal may be withdrawn within sixty (60) days of the opening.

CERTIFICATION OF NON-COLLUSION and CERTIFICATION OF TAX COMPLIANCE

As required under Chapter 687 of the Acts of 1989, all bidders must certify to the following by signing this page in the space indicated below.

CERTIFICATION OF NON-COLLUSION

Pursuant to M.G.L. Ch. 30B, §10, the undersigned hereby certifies, under penalties of perjury, that this bid or proposal has been made and submitted in good faith and without fraud or collusion with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Signature of individual submitting bid or proposal)

(Name of Business)

CERTIFICATION OF TAX COMPLIANCE

Pursuant to M.G.L. Chapter 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Federal Identification Number

Corporate Name

Company

Address

Phone Number

(Authorized Signature of individual submitting bid or proposal)

(Name and Title)

Date